



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded position in the St. Thomas/St. John District:

**ECONOMIC REVITALIZATION SENIOR MANAGER**

The Economic Revitalization Senior Manager provides program management; directs, implements and coordinates economic revitalization recovery strategies goals, objectives, progress, and outcomes set forth by the Executive Director, Director of Community Development Block Grant Disaster Recovery (CDBG-DR) Program as set forth in the Action Plan and subsequent amendments. This is a Territorial position.

**ESSENTIAL FUNCTIONS:**

- ⇒ Leads the operational development and implementation of the Economic Revitalization programs as set forth in the Action Plan.
- ⇒ Provides leadership and organizational support to the agencies tasked with implementation of the various Economic Revitalization Programs.
- ⇒ Oversees coordination and communication with agencies seeking CDBG-DR match for FEMA Public Assistance and/or federal funds, ensuring that projects are efficiently and effectively implemented.
- ⇒ Create policies and procedures for each of the economic revitalization programs to be implemented in coordination with implementing agencies.
- ⇒ Formulate metrics to track appropriate milestones for each of the economic revitalization programs.
- ⇒ Supervises all Economic Revitalization Program Managers to ensure that all program milestones are met.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Bachelor's Degree from an accredited college or university in Business Administration, Urban Planning, Public Administration or related field.
- ⇒ **Experience:** 3+ years of in-depth experience working in the areas of economic revitalization, workforce development, community planning, small business development and/or entrepreneurship. Experience of how economic revitalization, workforce development, and community planning programs are implemented at the federal and local levels. Experience with CDBG, CDBG-DR, or similar federal projects implementation. Equivalent combination of education and experience may be substituted.

**SALARY:**      **\$74,880 - \$89,440** per annum depending upon qualifications.  
CDBG-DR grant funded position

**APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation.

**During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Monday, December 7, 2020;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*